

Air Force Utilities Delivery Points Database Completion Instructions

5 Jan 01

1. Headquarters Air Force Civil Engineer Support Agency, Technical Support Directorate, Mechanical/Electrical Engineering Division (HQ AFCESA/CESM) requests the assistance of the Base Civil Engineers at all active duty and reserve locations to create a Utilities Delivery Points Database for **reimbursable customer accounts**. Any individual base or site with annual utility expenditures equal-to or less-than \$50,000 does not need to report. The Air Force will use the database to study the costs of utilities for **reimbursable customers** with the possible end-result of changing how utility rates for **reimbursable customers** are calculated.
2. The Utility Rates Management Team has designed **tabbed** Microsoft Excel worksheets for the Base Civil Engineer to collect utility data that HQ AFCESA will import into a Microsoft Access database. The utility rates shall come from the result of this year's annual resales review, using AF Form **3556**, and the usage data will come from FY00 consumption data. Consumption data may be input direct from AF Forms **3555** used during sales rate calculations.
3. There are 15 worksheets in this Microsoft Excel file. Only six worksheets require data input or manipulation. They are tabbed **DeliveryPt, Example, Elec FY00 AF3556, Gas FY00 AF3556, Water FY00 AF3556, and Wastewater FY00 AF3556**. Only input data on **reimbursable customers**. Appropriated funds (APF) totals are automatically tabulated in the top line of the **DeliveryPt** worksheet.
4. The Base Civil Engineer, in the Microsoft Excel worksheet tabbed **DeliveryPt**, is to list and uniquely identify every delivery point, input annual usages for each utility at the delivery point, input whether the delivery point is direct metered or estimated for each utility usage, and return the worksheet to HQ AFCESA/CESM, electronically. To develop the **DeliveryPt** table separately for each Base/Site follow the instruction in paragraph 13, **End Notes**. An instructions worksheet at the **Instructions** tab and an example worksheet at the **Example** tab have been made available for clarity and guidance. Base Civil Engineers should review and follow the instructions and the examples when listing delivery points in the worksheet at the **DeliveryPt** tab for each Base/Site. **If the base has more than one reimbursable customer in a metered facility such that the energy used by each customer in the facility must be estimated then the delivery point is not a direct metered location and must be labeled as an estimated delivery point.** The delivery points are categorized, as follows:

Customer Category:

APF
DBOF
Cat C MWR
AAFES
Housing
Medical
Other Military Service
Tenant
Other
Non-DOD Federal
Non-Federal 1
Non-Federal 2

5. Following is an excerpt from AFI 32-1061, Chapter 3, SELLING UTILITIES AND RELATED SERVICES explaining the designations:

3.4. Supplied Without Reimbursement (APF).

3.5. Supplied With Reimbursement:

3.5.1. DoD Agencies (DBOF, Cat C MWR, AAFES, Housing, Medical, Other Military Service, Tenant, Other):

- 3.5.1.1. Category C MWR Revenue-Generating Activities and Other Related Activities. This includes Category C MWR revenue-generating activities listed in AFI 65-106, Army and Air Force Exchange Service (AAFES) activities such as laundry and dry cleaning, package stores, fast-food restaurants, and their other concessionaires, and military clothing sales stores.
- 3.5.1.2. Medical Support Facilities Account.
- 3.5.1.3. Military Family Housing Account.
- 3.5.1.4. Defense Base Operating Fund (DBOF) Activities.
- 3.5.1.5. Other DoD Agencies.
- 3.5.2. Non-DoD Federal Agencies, Including Post Office Facilities (Non-DOD Federal).
- 3.5.3. Non-Federal Organizations (Non-Federal 1, Non-Federal 2):
 - 3.5.3.1. Non-Federal organizations include public schools; occupants of privately owned mobile homes located on Air Force installations (AFI 32-6001); government civilian employees renting government quarters (AFI 32-9003, Granting Temporary Use of Air Force Real Property); and occupants of military housing projects insured by the government under Title 12, United States Code, Section 1701, National Housing Act, and Section 810, Projects (Wherry Housing).
 - 3.5.3.2. Credit unions (AFI 65-702), banks (AFI 65-701), Civil Air Patrol (AFI 36-5001, Organization and Function of the Civil Air Patrol), and other non-Federal organizations include any type 1, 2, or 3 private organization (AFI 34-123) not exempted by separate instructions, when the facility or space in the facility is used by the organization on other than an occasional basis (DoD Regulation 7000.14-R, volume 4; DoD Instruction 7230.7, User Charges, January 29, 1985, with Changes 1 and 2; DoD Instruction 1000.15, Private Organizations on DoD Installations, September 22, 1978, with Change 1; AFI 65-601, volume 1; and AFJI 32-9006, Army and Air Force Basic Real Estate Agreements).
 - 3.5.3.3. Any person who connects equipment, devices, or appliances operated for private gain to the installation's utility system.
 - 3.5.3.4. Construction or demolition contractors performing work on an installation for the Air Force or for a defense construction agency when FAR 36-514 and the fixed-price construction or demolition contract containing the Availability and Use of Utility Service Clause in FAR 52.236-14 authorize to receive utilities with reimbursement.

6. The other four worksheets needing input are the Utility Sales Rates Computation Checksheets, Air Force Form **3556**, in Microsoft Excel worksheet format:

- 1) Electrical Service, tabbed **Elec FY00 AF3556**, form (one consolidated form covering multiple (all) electrical service suppliers for a single base/site)
- 2) Natural Gas Service, tabbed **Gas FY00 AF3556**, form (one consolidated form covering multiple (all) natural gas service suppliers for a single base/site)
- 3) Water Service, tabbed **Water FY00 AF3556**, form (one consolidated form covering multiple (all) water service suppliers for a single base/site)
- 4) Wastewater Collection Service, tabbed **Wastewater FY00 AF3556**, form (one consolidated form covering multiple (all) wastewater collection service suppliers for a single base/site)

These worksheets are designed to look like the Air Force Form 3556 used for the annual resales review to make it easier for the Base Civil Engineer to complete data input. Follow the directions on the electronic form for accurate completion. **If your base completes these forms more than once a year the data we want you to enter is from the December 00 update.**

7. Once the Base Civil Engineer completes the **DeliveryPt** worksheet and the four Utility Sales Rates Computation Checksheets, Air Force Form **3556**, they should be sent electronically to HQ AFCESA/CESM, Mr. Jim Snook, jim.snook@tyndall.af.mil. AFCESA will import all the data into one Microsoft Access database for reimbursable customer account studies.

8. The sales rates are categorized, as follows:

**Rate
Class
Code:**
APF01
DOD02
NDF03
NF104
NF205

9. Following is an excerpt from AFI 32-1061 explaining sales rates designations:

3.8. Determining Utilities and Related Services Sales Rates:

- Use AF Form 3556 in...computerized...worksheets to compute utility sales rates.
- 3.8.1.** DoD Agencies, Including the Air National Guard (DOD02).
- 3.8.2.** Non-DoD Federal Agencies, Including Post Office Facilities (NDF03).
- 3.8.3.** Non-Federal Organizations (NF104, NF205):
 - 3.8.3.1. For public schools, occupants of privately owned mobile homes, government civilian employees renting quarters owned or controlled by the Air Force, and occupants of military housing projects insured by the government under Title 12 U.S.C., Sections 1701 and 810, do not charge at local prevailing rates.
 - 3.8.3.2. For credit unions, banks, and other non-Federal organizations, charge at the local prevailing rate for similar service, but not less than the cost to the government for supplying the utility service (Title 31, United States Code, Sections 3302 and 483a, User Charges (Custodians of Money), and DoD Instruction 7230.7).
 - 3.8.3.3. The local prevailing rate is the rate the purchaser would pay for a particular class of service if the purchaser could obtain the service directly from the nearest off-base utility supplier.

10. The rate "components" (basic cost, line loss, etc) data will be linked to the delivery points data at HQ AFCESA so the component cost becomes available by multiplying the usage and the rate component. The component costs are categorized, as follows:

Component:

Total Basic Unit Cost Non-DOD Rate
Total Basic Unit Cost DOD Rate
Line Losses Non-DOD Rate
Line Losses DOD Rate
System O&M Non-DOD Rate
System O&M DOD Rate
Other Utility Costs Non-DOD Rate
Other Utility Costs DOD Rate
DOD Costs Rate
Mil Labor Rate
Non-DOD Fed Costs Rate
Capital Charges Non Fed 1 Rate
Admin Overhead Non Fed 1 Rate
Non-DOD Non Fed 1 Rate
Surcharge Rate
Prevailing Non-Fed 2 Rate

11. Following is an excerpt from AFI 32-1061 explaining component costs designations:

3.8.4. Computing Utility Sales Rates:

- 3.8.4.1. Basic Cost.
- 3.8.4.2. Distribution Line Losses or Gains.
- 3.8.4.3. System Operations and Maintenance Cost.
- 3.8.4.4. Other Utility Costs.
- 3.8.4.5. Military Labor Costs.
- 3.8.4.6. Capitalized Charges.
- 3.8.4.7. Administrative Overhead.

12. For questions or assistance in this regard, call Mr. Jim Snook, Utility Rates Management Team, DSN 523-6295, jim.snook@tyndall.af.mil or Mr. Rich Bauman, TRW Contract Support, DSN 523-6206, rich.bauman@tyndall.af.mil.

13. **End Notes** - To tailor the tabbed Microsoft Excel worksheets for a specific base, perform the following:

- 1) Open the **Air Force Delivery Points Excel Database** file.
- 2) Left click on the **Bases tab**.
- 3) Find the specific base for which the worksheets will be tailored.
- 4) Make a note of the corresponding Base ID#.
- 5) Left click on the **Example tab**.
- 6) Left click the column header above cell A1.
- 7) Left click Edit.
- 8) Left click Replace...
- 9) Type 103106 In "Find what:"
- 10) Type the six digit Base ID# from 4) in "Replace with:".
- 11) Left click Replace All.
- 12) Left click anywhere in the active worksheet.
- 13) Save the file as the desired Base Name Delivery Points Excel Database.

14. The Air Force Delivery Points Excel Database worksheet tabs are labeled, as follows:

Majcoms

Bases

Instructions

DeliveryPt

Example

Category

Rates

Elec FY00 AF3556

Gas FY00 AF3556

Water FY00 AF3556

Wastewater FY00 AF3556

ElecCode

NatGCode

PotWCode

WWCoCode